Name: Period:

**Word Processing Lesson 2**

Use the Glencoe Microsoft Office 2007 Real World Applications Textbook to complete this assignment.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Points Possible** | **Points Earned** |
| **Page 23** – Questions 1-10 (NOT 6) | 10 |  |
| Define 6 of the "Key Terms" vocabulary on **page 32** | 10 |  |
| Schedule Memo (2-1 to 2-2) (\*\*\*PRINT\*\*\*) | 10 |  |
| Memo (2-2 to 2-7) (\*\*\*PRINT\*\*\*) | 10 |  |
| Meeting Notes (2-8 to 2-13) (\*\*\*PRINT\*\*\*) | 10 |  |
| Meeting Outline (2-14) (\*\*\*PRINT\*\*\*) | 10 |  |
| Flyer (2-15 to 2-19) (\*\*\*PRINT\*\*\*) | 10 |  |
| \*\*\*Volunteers (Page 60) (\*\*\*PRINT\*\*\*) | 0 |  |
| \*\*\*Yearbook (Page 61) (\*\*\*PRINT\*\*\*) | 0 |  |
| Place an accurate grade in the Points Earned column.  Add up the total score  Turn in the ENTIRE packet (not 1 assignment at a time)  **TOTAL:** | 70 |  |

* Put a score for each activity and check them against the examples to make sure you did them right.  
  Each mistake you find = -1 point. Each mistake I find = -2 points.
* Add up the total score and enter it into the total box. Then, save this file on your H drive in your Computer Tech folder.
* Open the folder where all your assignments are located. Hold down the CTRL key and select each assignment, including this coversheet. When they are all highlighted, right click over one of them and choose “Send To” and then choose “Compressed (zipped) Folder.”
* Rename the zipped folder as “MyNameUnit2.zip” Send it to Mr. Wood at [MrWoodCTech@drop.io](mailto:MrWoodCTech@drop.io) as an e-mail attachment. See Mr. Wood if you don’t know how to do this.

\*\*\* = Extra Credit